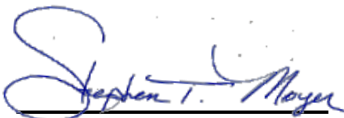




Executive Directive




Stephen T. Moyer
Secretary

Title: Portable Storage Device	Executive Directive Number: ADM.035.0005 Revised
Related MD Statute/Regulations: Correctional Services Article, § 2-103; State Government Article §§10-1301 — 1308, Annotated Code of Maryland	Supersedes: ADM.035.0005 dated April 2, 2016
Related Publications: Department of Budget and Management, Office of Information Technology (DoIT), Information Technology Security Policy and Standards (02-2013, Version 3.1)	Responsible Authority:  Chief Information Officer, Information Technology and Communications Division
Related ACA Standards: 4-4100 4-ALDF-7D-22	Effective Date: August 1, 2016 Number of Pages: 4


William G. Stewart
Deputy Secretary
for Administration

.01 Purpose.

This directive continues Department of Public Safety and Correctional Services (Department) policy and assigns responsibilities for the use and storage of Department data on an electronic portable storage device.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department provides computer systems to assist employees in performing Department-related duties and responsibilities.
- B. The Department shall comply with State regulatory requirements, and other licensing and contract requirements for computer systems, programming, and data storage.
- C. The Department shall manage the security of confidential data and the use of portable storage devices consistent with applicable laws and regulations and policy established by the Department of Information Technology (DoIT).

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

- (1) “Confidential” means information that is non-public information determined to be
 - (a) Personally identifiable;

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- (b) Privileged;
 - (c) Sensitive; or
 - (d) Not to be released under the Public Information Act.
- (2) Employee.
- (a) “Employee” means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position regardless of job title or description.
 - (b) “Employee” includes:
 - (i) A volunteer;
 - (ii) An intern; or
 - (iii) A volunteer.
- (2) “Encryption” means encoding information so that only an authorized individual may read or modify the information.
- (3) “Personally identifiable information (PII)” means an individual’s name combined with any one of, but not limited to, the following:
- (a) Social security number;
 - (b) Driver’s license number;
 - (c) Financial or tax information; or
 - (d) Health records.
- (4) “Privileged information” means information, including but not limited to, the following:
- (a) Budgetary and fiscal information;
 - (b) Procurement;
 - (c) Policy and procedure documents; and
 - (d) Confidential internal documents.
- (5) Portable Storage Device.
- (a) “Portable storage device (PSD)” means communication equipment used as an electronic storage device.
 - (b) “Portable storage device (PSD)” includes, but is not limited to, equipment referred to as:

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- (i) Solid state drive;
 - (ii) CD-ROM;
 - (iii) DVD-R or DVD-RW;
 - (iv) Flash, jump, thumb drive; or
 - (v) Internal or external hard drive.
- (6) “Sensitive information” means information that, if disclosed, could compromise or endanger the citizens or assets of the State.
- (7) “Technology equipment”:
- (a) Means a computer, network, or other electronic information related equipment.
 - (b) Does not include items such as a radio, camera, or audio visual equipment and accessories.
- (8) “Unit” means a group of employees identified in the Department’s table of organization to perform specific administrative or operational responsibilities that is established by statute or under the authority of the Secretary.

.05 Responsibility/Procedures.

- A. The Chief Information Officer (CIO), Information Technology and Communications Division (ITCD), or a designee, is responsible for:
- (1) Establishing, documenting, distributing, and maintaining procedures necessary to control storage of electronic information on Department computer equipment; and
 - (2) Establishing a Department system to store and retrieve Department electronic information compliant with federal and State law and regulatory requirements for storage retention, and disposal of electronic information.
 - (3) Receiving, tagging and sending the Department PSD to the applicable unit for distribution.
- B. Use of a PSD.
- (1) An employee is prohibited from using a non-Department PSD to store or transfer Department electronic information; or in connection with Department technology equipment.
 - (2) If authorized, an employee may only store Department electronic information on a Department-owned PSD equipped with Department approved encryption capability.
 - (3) A Department employee shall use a Department PSD:
 - (a) Solely for official Department or State business;

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- (b) Safely and responsibly, in compliance with applicable laws, regulations, and executive orders; and
 - (c) In the best interest of the Department or the State.
- C. An employee shall immediately report loss or theft of a Department-issued PSD to the Department Helpdesk.
- D. An employee requiring the use of a PSD shall follow Information Technology and Communication's requisition process established under the Department's procedures for Inventory Control of Technology Equipment.
- E. An employee's manager or supervisor shall:
 - (1) Assign and distribute to the employee the Department-issued PSD; and
 - (2) Maintain and track Department-issued PSDs assigned to a unit employee.
- F. An employee violating Department policy and procedures established by this directive:
 - (1) Is subject to disciplinary action according to the Department's Standards of Conduct; and
 - (2) May be subject to criminal prosecution or civil action.

.06 Attachment(s)/Links.

There are no attachments or links related to this Directive.

.07 History.

This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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